

Weatherization Program Notice 03-5

Effective Date: May 30, 2003

Subject: WEATHERIZATION ASSISTANCE PROGRAM NATIONAL RECOGNITION AWARDS

Purpose: To provide criteria and guidelines for the Weatherization Assistance Program's (WAP) National Recognition Awards being presented at the 2003 National Weatherization Training Conference in Phoenix, Arizona. These awards acknowledge outstanding contributions that advance the goals of WAP through individual or group achievement, inspiration, or innovation.

Scope: The awards program is open to all grantees and sub-grantees that receive financial assistance under the Department of Energy's (DOE) Weatherization Assistance Program.

Background: In the past, DOE's WAP has recognized those individuals and organizations that have gone that "extra step" with their work in Weatherization. It is our desire to continue to recognize the dedication and commitment within our Weatherization community.

I. Nominees:

Nominees may be individuals, groups, or organizations at the State and local level that have contributed to program accomplishments for at least two program years.

II. Evaluation and Selection Criteria:

There will be several awards within two major divisions, Management/Administration and Technical. Awards will be given in the following categories: Leadership, Innovation, Service, Partnerships, and Public Outreach.

The evaluation panel consists of members of the national 2003 Weatherization Planning Committee. Names will be removed from the nomination forms before they are submitted to the panel. The panel will rate each nominee based on the relevance of the written statements to the questions.

III. Format for Submissions:

Each nomination must be accompanied by the enclosed form(s).

Nomination forms are also available at www.wapconference.com in the Awards section. Please fill out the form completely and submit, or download the PDF file and mail or fax to:

2003 Weatherization National Recognition Awards
D&R International
Attn: Bridget Crawley
1300 Spring Street, Suite 500

Silver Spring, MD 20910
(310) 628-2094

IV. Completing the Nominating Form:

Each nomination form contains seven questions with each question having three possible answers. Check the box that best describes how relevant the information is to the nominee. Then, provide examples to support the rating. "Very relevant" or "relevant" denotes that most, if not all, of the criteria within the questions pertains to the nominee. All questions may not be applicable to every nominee, in which case no narrative is necessary. Additional information can be included on a separate sheet of paper and submitted with the nominating ballot.

V. Due Dates:

This is the opportunity to nominate individuals, groups or organizations that deserve the recognition of their peers for contributions made to the program. Please share the forms with other staff members who work in the program.

Nominations must be received by June 27, 2003. Judges' selections will be made by July 14, 2003, and winners will be notified by July 14, 2003.

John Millhone
Program Manager
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Energy Efficiency and Renewable Energy